

To: Ragon, Derek[Ragon.Derek@epa.gov]; Crossland, Ronnie[Crossland.Ronnie@epa.gov]; Petersen, Chris[petersen.chris@epa.gov]; Brown, Cynthia[Brown.Cynthia@epa.gov]; Drammeh, Joan[Drammeh.Joan@epa.gov]; Hayes, Mark[hayes.mark@epa.gov]; Rinehart, Jon[rinehart.jon@epa.gov]; Rauscher, Jon[Rauscher.Jon@epa.gov]; Turner, Philip[Turner.Philip@epa.gov]
Cc: Talton, Anthony[Talton.Anthony@epa.gov]
From: Ragon, Derek
Sent: Mon 8/10/2015 1:26:03 PM
Subject: RE: Gold King Mine Assitance

To All,

Please forward this to anyone who is working on this response in our office.

Effective immediately, please establish folders in both your Outlook email inbox and on your laptop C drive as follows:

A6LS Gold King Mine

Please save any and all correspondence in the mailbox folder. Please save any and all documents, files etc., that you generated and/or received in this folder on your laptop. Someone from my office (support contractors) will contact you regarding infiling and /or collection later this week. Please follow these instructions for the duration of this response.

If there are any questions about any of this, please call me at x7362. My desk phone forwards to my cell at all times.

Thanks,

Derek

Sent from my Windows Phone

From: Ragon, Derek
Sent: 8/8/2015 11:35 PM
To: Crossland, Ronnie
Cc: Talton, Anthony
Subject: RE: Gold King Mine Assitance

Ronnie,

We can't do response mailboxes in Outlook. In lieu of that, please have responding staff establish folders as previously discussed. They need to be labeled consistently. That should be something like this:

A6xx Farmington Spill Response

That way we can capture everything fairly easily. I will see about getting a SharePoint site established on Monday.

Consistency and completeness are the keys here. I'm sure you can make that happen.

See ya,

Derek

Sent from my Windows Phone

From: Crossland, Ronnie
Sent: 8/8/2015 2:47 PM
To: Ragon, Derek
Cc: Talton, Anthony
Subject: Gold King Mine Assitance

Derek,

Thanks for taking the mobile command post up to Farmington. I was wonder about what we need to do the ensure we are capturing our records?

Ronnie